

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Climate and Energy Compliance Scientist</b>	
		Division and/or Subdivision <b>Resource Management</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Sacramento, CA</b>	
		Class Title of Position <b>Environmental Scientist</b>	
		Position Number <b>541-720-0762-003</b>	
		Effective Date <b>July 1, 2021</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	The Department of Forestry and Fire Protection's (CAL FIRE's) Resource Management Climate and Energy Program represents the Department on climate change and forest product topics and manages funds from the Greenhouse Gas Reduction fund. Using established Resource Management policies, regulations and guidelines, as well as scientific knowledge and skills, the Environmental Scientist will support the Climate and Energy Program and specifically the Forest Health grant program by reviewing and confirming environmental compliance documents and processes. Under the supervision of the Supervising Senior Environmental Scientist for Climate and Energy, the incumbent performs the following duties:  *Analyze California Environmental Quality Act (CEQA) documents including programmatic Environmental Impact Report documents, notices of exemptions, and notices of emergencies, CEQA equivalent documents such as Timber Harvest Plans and Non-industrial Timber Management Plans, and National Environmental Policy Act (NEPA) documentation on a project basis. Perform natural resource management analysis, research, surveys, and studies involving fuel reduction projects, pest management, prescribed fire, reforestation, biomass utilization, wood products and forest health concerns. Analyze potential project impacts on resources. Draft summary of impacts as needed for compliance documents and present findings and recommendations to management.		
30%	*Use professional judgment in the type of environmental compliance needed on a project by project basis in order to recommend compliance strategies to internal project representatives. Review regulatory and compliance documents provided by grantee. Compare project activities to those considered in compliance documents. Communicate and work directly with grant recipients/coordinators and program Foresters or other Climate and Energy staff in the development of grant documentation regarding environmental compliance. Report on adequacy of compliance documents. Prepare correspondence and answer questions from program staff, grantees, stakeholders, agencies/Departments, and the public. Travel to project sites on an as-needed basis, up to 20% per month.  *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <b>The incumbent in this position may travel up to 20% of the time, on a regular basis, and may travel an additional 15% of the time to participate in non-fireline ICS positions on incidents. This travel may be local, or statewide, and may involve overnight stays.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time  
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

\*Track and maintain records of environmental compliance. Store documents with project file as required. Update approval and communication records in real time. Update and maintain master environmental compliance tracker for use by project representatives and legal staff. Update CalMAPPER with environmental compliance data. Keep apprised of current and recent trends in environmental compliance, including familiarity with relevant sections of Senate Bill 901 and application of those sections.

10%

\*Review and evaluate scientific and technical matters on Resource Management issues, relative to the work performed by the Climate and Energy program. This includes gathering data on resource management issues, perform analysis, research, studies of less difficulty and preparing preliminary drafts of reports.

5%

\*Obtain Incident Command System (ICS) qualifications in non-fireline ICS positions and participate in non-fireline ICS positions on incidents in the Southern and Northern Regions. This may include travel up to 15% of the year.

5%

Plan, organize, and attend statewide and regional meetings in support of program goals and objectives; Other job-related duties as assigned, in accordance with the class specifications.

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\_\_\_\_\_  
Employee Signature  
Personnel use only

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Date  
☐ Posted to Directory

\_\_\_\_\_  
Supervisor Signature

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Date

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Initials and Date